

Penbrook Borough Council Meeting Minutes  
September 2, 2025

1. Call to order
  - A. On September 2, 2025 President Deardorff called the Borough Council to order at 6:30 pm followed by a salute to the flag and moment of silence.
  - B. Roll call was performed. All were present except for Shaw and Moore. Solicitor Kern and Manager Hogarth were in attendance as well.
2. The Council meeting was then adjourned at 6:31 pm and a public hearing called to order for comments on proposed Ordinance 2025-03 Zoning Amendments, which amends off-street parking requirements and defines, regulates, and provides penalties for brewery, brew pub and microbrewery use. There were no public or council comments. The public meeting was adjourned at 6:32 pm and the Council meeting called back to order
3. Citizen comments on agenda items: N/A
4. Consent Agenda: Armbruster then made a motion to approve the consent agenda. Dry seconded. Passed unanimously. Items listed were minutes from August 4, 11, 18 and 25, the August 2025 Treasurer's report and Approval of bills to be paid.
5. Reports
  - A. The Mayor provided Council with the August 2025 Police report.
  - B. Manager:
    - i. Public works hiring update
    - ii. Senator Kim's satellite office hours canceled
    - iii. Officer Toth's childbirth
  - C. Solicitor:
    - i. Proposed Ordinances being acted on were properly advertised and the zoning ordinance sent to the county planning commission for review

- ii. The meeting to discuss the upcoming MSW contract with the City of Hbg will be on 9/11.
- iii. The bid packet RFP for MSW services was sent out
- iv. There will be an action item at the 9/15 meeting for the Verizon contract which has been properly advertised
- v. The Zeroday agreement has been drafted after feed back from the Borough's insurance carrier.

D. STEMS – N/A

E. Fire Chief – Deardorff reviewed the monthly department stats and activities

F. Committees

i. Codes – Monthly department activities were reviewed by Burdine

ii. Public Safety – No report

iii. Parks and Property – Newcomer briefed everyone on the Little Valley Summer program survey, and basketball court finishing. Stokes gave an update on Fall Fest events.

iv. Public Works – No report

v. Personnel – Dry reported that we are still searching for 1 public works candidate and 2 police candidates.

vi. Community and Government – Burdine asked about upcoming events. Dry said the holiday events will be on the 9/15 agenda for discussion. Deardorff said all proposed events put forth by the committee need to be brought to Council before advertising or posting on the calendar.

vii. Budget – Armbruster mentioned the next meeting will be covering police department expenses.

viii. Authority – Dry reviewed projects currently being worked on.

ix. Planning Commission – Stokes said the next few meetings will be focused on the comprehensive plan.

6. New Business

A. A motion is needed to approve, reject or postpone the proposed Ordinance 2025-02, an Ordinance Amending Chapter 88 Regulating Breweries Brew Pubs and Microbreweries. Armbruster made a motion to approve and Stokes seconded. There was no discussion. Motion carried unanimously.

B. A motion is needed to approve, reject or postpone the proposed Ordinance 2025-03, an Ordinance Amending Chapter 266 Zoning Adding Breweries, Brew Pubs and Microbreweries and amending Off-Street Parking Space Requirements. Dry and Burdine motioned to approve. No discussion. Carried unanimously.

C. A discussion and review of the proposed master plan timeline by Sam Meckley of Rettew. Attached to the minutes.

D. A discussion and if necessary action on the request from the JT Dorsey Foundation for a letter of support for their application to the County LSA grant for administrative support funding. Newcomer reviewed the discussion he had with JT Dorsey and their desire to strengthen the relationship with the Borough and continue to utilize the park for their programs as well as promoting other health and physical activities. Armbruster made a motion to approve the letter of support and Stokes seconded. Carried unanimously.

E. Discussion and a motion to adopt, reject or postpone the side letter of agreement between the Borough and the police bargaining unit for incentives given to police applicants for prior years of full-time service. Deardorff and Dry made a motion to approve. Carried unanimously.

7. Citizen Comments:

A. Mohamed Khoulti 2332 Walnut and Mark Saber 2318 Walnut complaining that they are being targeted because neighbors are reporting property maintenance violations to the Codes staff and they're being issued warnings,

tickets and citations as a result. Photo copies of violations taken at other properties throughout the borough were given to Deardorff.

B. Steve Garisto 2531 Boas thanked PRI for their help with seniors and veterans. He asked about his request to have an event posted in the newsletter. Deardorff responded that only borough events will be posted as the newsletter policy has changed the content decisions.

8. Council comments

A. Burdine commented that he too has experienced issues with the city's trash collection efforts that were brought up under citizen comments. He also mentioned the proposed town hall meeting on November 15 would be a good forum to bring up these issues.

B. Newcomer wanted to thank employee Robin Bloss for his efforts enforcing the property maintenance issues throughout the borough.

9. Armbruster and Burdine motioned to adjourn the meeting at 7:46 pm. Carried unanimously.

Respectfully submitted and attested,



Joseph Hogarth  
Borough Manager and Municipal Secretary